

Approved For Release 2003/05/27 : CIA-RDP84-00780R001500100033-1

**ADMINISTRATIVE**  
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MEMORANDUM FOR: ~~Director of Communications~~  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

SUBJECT : Training for Automatic Data Processing

1. ~~You all know that~~ *W* we have a critical need to broaden the base of our understanding and competence in the methods and techniques of Automatic Data Processing Systems development and we should be ~~taking~~ *must take* advantage of every opportunity to enroll ~~our~~ people in the ~~limited number of~~ training courses that are available. STATINTL

2. ~~Your attention is invited to~~ Headquarters Employee Bulletin Number ☐ issued under date of 22 July 1966, which describes the off-campus program for the coming academic year. Among the courses offered are five relating to Automatic Data Processing which offer ~~some~~ *for* opportunity for exposure. I ~~would like~~ *to* suggest that you remind your people that these courses are available and encourage anyone who is interested to take the courses on their own initiative and at their own expense. You may also find that you have some people who could be legitimately enrolled at Agency expense.

*On me* 3. In addition, there are four programs being offered by the Civil Service Commission during the month of September. Copies of the brochures describing each of these courses were sent to each Support Office several weeks ago. ~~As recently as 29 August, I was informed by the Registrar in the Office of Training~~ *informed* that no one from the Support Directorate had been enrolled in three of these courses, and only one person is enrolled in the fourth. The courses are: ADP Orientation, 19 - 23 September, for which nominations were due 26 August; Management Information Theory, 26 - 27 September, for which nominations are due 2 September; ADP in Technical Information Systems (An Introduction), 29 - 30 September, for which nominations are due 2 September; and ADP System Analysis Seminar, 28 September - 22 November (part time, one day a week for eight weeks), for which nominations are due 2 September. ~~It seems to me that~~ *We* can ill afford to let these opportunities go by unsubscribed.

4. *Please give the your prompt personal attention*

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4. In addition to the brochures describing these particular courses, each of your Offices has been furnished with a complete schedule of all programs to be offered by the Civil Service Commission during Fiscal Year 1967. I believe each of you should take a personal interest in these programs to ensure that people are carefully selected for attendance and that the Agency is as well represented as it can be in each of the courses offered during the coming year.

Alan M. Warfield  
Assistant Deputy Director  
for Support

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